	Ja	anuary 1 through December	Tax Ditch 31, Financial Statement	
Account #1: (Bank name and type of account) Account				
	(agrees to bank sta	tement and ending balance of	Beginning Balance January 1 fprior year Financial Statements)	\$
ceipts: Date		Received from	Activity/Item	Amount
Date	Treasury Division	Received Holli	Deposit of Tax Funds (Jan)	Amount
	Treasury Division		Deposit of Tax Funds (July)	
	Treasury Division		Deposit of Tax Funds (Nov)	
	Interest (checking/savings)		1/1/ to 12/31/	
	Cost Share Funds		1/1/ 10 12/31/	
			Total Rece	cipts \$
sburseme Date	ents: Check #	Payment To	Activity/Item	Amount
Date	Check # Payment To Activity/Item	Amount		
			Total Disbursem	ents \$
		Ending Balar	nce December 31 (agrees to bank statemen	nt)*
		2	, 0	, ,

*Attach copy of bank statement.

		Tax Ditch				
	Ja	nnuary 1 through December 31,	Financial Statement			
count #3)· (Rank name and tvr	ne of account)	Acco	unt #·		
Count #2	(Bank name and typ	c or account)	Acc			
			Beginning Balance January 1	\$		
	(agrees to bank sta	tement and ending balance of pric	or year Financial Statements)			
eipts:						
Date	Received from		Activity/Item	Amount		
	Interest (checking/s	avings)	1/1/ to 12/31/			
			Total Recei	pts \$		
bursem	ents:					
Date	Check #	Payment To	Activity/Item	Amount		
			Total Disburseme	nts \$		
		Ending Balance I	Total Disburseme December 31 (agrees to bank statement			

*Attach copy of bank statement.

January 1 through December	· 31, Financia	al Statement	
Certificates of Deposit	7		
Account #	<u> </u>		
Opened Date Matures		T	
Beginning Balance January 1 (agrees to bank statement			
and ending balance of prior year Financial Statements)		_	
Interest earned			
Ending Balance December 31 (agrees to bank statement)*	\$		
Account #			
Opened Date Matures			
Beginning Balance January 1 (agrees to bank statement			
and ending balance of prior year Financial Statements)			
Interest earned			
Ending Balance December 31 (agrees to bank statement)*	\$		
*Attach copy of bank statement. Cash Summary			
Account #1	\$		
Account #2	\$	_	
CD #1	\$	_	
CD #2	\$	_	
Total tax ditch cash (ending balance of all accounts)	\$	<u>-</u>	
		=	
Fixed Assets: items that cost more than \$50 and have a useful life	greater than one year (exan		computer, printer, etc.)
Description	Date Acquired	Acquisition Cost	Location
Receivables/Liabilities (cost share due, uncollected taxes, loans, cr	redit cards, bills to be paid,	etc.)	
Description (include statement)	Receivable (R) or Liability (L)?	Balance as of 12/31	

_____ Tax Ditch

	Tax Ditch
January 1 through December 31,	Financial Statement

January 1 through December	er 31,	Financial	Statement	
Related Party Transactions (see description in <i>Tax Ditch Internal</i>	l Controls Adv	vice & Audit Proc	edures Guide)	
(· · · · · · · · · · · · · · · · · · ·	Actual Cost or Estimated
Description of Transaction and Relationship			Date	Value
		4		
We have read the Tax Ditch Internal Controls Advice & Audit Pr We also have prepared and reviewed the records and Financial S true and accurate.				
Secretary/Treasurer (sign above)	Manager (s	sign above)		
Print Name	Print Name			
Contact #	Contact #			
Date	Date			
Assemble Audit Package				
Complete Financial Statement.	Asser	nble all statement	s for Certificate	s of Deposit.
Provide prior year audited Financial Statement Provide a list of authorized signers from each bank.			n each bank.	
Assemble all bank statements for the year for all accounts.	Attach meeting minutes for the year.			
Provide check register or ledger.	Attach cost share funds approval letter from conservation district.			
Provide all invoices and receipts.	Attac	h <i>Expected vs. Ac</i>	tual Received R	evenue (from DNREC).
Provide back & front of canceled checks	Attac	h Bond Certificate	2.	